

OPERATIONS BUSINESS TEAM
May 10, 2001 (DRAFT)

	OPPORTUNITY CATEGORY	TOPICS	DECISIONS / ACTIONS / ISSUES	STATUS / COMPLETION DATES	NEXT OBT REVIEW DATE	RESPONSIBLE PERSON(S)
1	Organizational Capability	Advancement Planning	OBT to complete follow up work per email from R. Driver. Administrative staff to coordinate one more meeting date for Advancement Planning Follow Up in addition to 6/4/01.	Advancement Planning conducted.	DONE	K. Benner
2	Costs & Cash Flow	2nd Revised Budget Review		S. Mitchell to facilitate review. Time: 5 hr.	5/11/01	M. Saine
3	Consumer Connections	WSA Timetable for EHC & SCOR - Related Issues		G. Patskan, R. Elves and D. Koller to facilitate discussion. Time: 1 hr.	5/14/01	R. Solano
4	Costs & Cash Flow	Budget Process for 2002 OB		S. Mitchell to make presentation. Time: 1 hr.	5/14/01	M. Saine
5	Costs & Cash Flow	July Planning Meeting		L. Pulsifer to make presentation. Time: 15 min.	5/14/01	H. Burnley
6	Costs & Cash Flow	MONTHLY - Operations Budget Update for March & April		S. Mitchell to give update. Time: 30 min.	5/14/01	M. Saine
7	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	5/14/01	H. Burnley
8	Organizational Capability	Advancement Planning Follow Up		R. Driver to facilitate meeting	6/4/01	K. Benner
9	Compliance	Revised Scenario 6 QS Standard for Operations		M. Schreck to make presentation.	6/28/01	J. Carboni
10	Costs & Cash Flow	MONTHLY - Operations Budget Update for May		S. Mitchell to give update. Time: 30 min.	6/28/01	M. Saine
11	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	6/28/01	H. Burnley
12	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	6/28/01	H. Burnley
13	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Sarmiento to give presentation. Time: 30 min.	6/28/01	M. Saine
14	Costs & Cash Flow	Strategic Plan Review - Product & Blend		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	6/28/01	H. Burnley
15	Quality System Implementation	Preview of 2nd Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min.	6/28/01	J. Carboni
16	Costs & Cash Flow	Manufacturing System Infrastructure - Business Case Approval		D. G. Johnson to make presentation.	8/9/01	C. Schwartz & G. Ruth

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17	Quality System Implementation	Preview of 3rd Quarter 2001 Management Review	J. Carboni & P. Grantham to make presentation. Time: 45 min.	8/23/01	J. Carboni
18	Consumer Connections	Contact Center Optimization - Business Case Approval	A. Rudd to make presentation.	8/23/01	J. Carboni
19	Costs & Cash Flow	2002 OB - Communication of Targets	S. Mitchell to make presentation. Time: 1 hr.	8/23/01	M. Saine
20	Costs & Cash Flow	MONTHLY - Operations Budget Update for July	S. Mitchell to give update. Time: 30 min.	8/23/01	M. Saine
21	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	8/23/01	H. Burnley
22	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	8/23/01	H. Burnley
23	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability	L. Pulsifer to facilitate review. Time: 2 hr.	8/23/01	H. Burnley
24	Organizational Capability	Salaried Hiring Strategies	S. Scofield & P. Faust to make presentation	8/23/01	K. Benner
25	Consumer Connections	RL TSNA Reduction - Business Case Approval	T. Holland to make presentation.	9/20/01	H. Alonso
26	Costs & Cash Flow	MONTHLY - Operations Budget Update for August	S. Mitchell to give update. Time: 30 min.	9/20/01	M. Saine
27	Costs & Cash Flow	Operations Measures	L. Pulsifer to give update. Time: 20 min.	9/20/01	H. Burnley
28	Costs & Cash Flow	Perforation Optimization - Decision Whether to Outsource	L. Nardell to make presentation.	9/20/01	H. Long
29	Costs & Cash Flow	Production Plan Update	R. Kelly to make presentation. Time: 30 min.	9/20/01	H. Burnley
30	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects	R. Samento to give presentation. Time: 30 min.	9/20/01	M. Saine
31	Costs & Cash Flow	Review of Annual OBT Planning Meeting for OBT Reports	L. Pulsifer to facilitate review.	9/20/01	H. Burnley
32	Costs & Cash Flow	Summary of Strategic Plan Activity for 3rd Quarter 2001	L. Pulsifer to make presentation.	9/20/01	H. Burnley
33	Costs & Cash Flow	2002 OB Preliminary Budget Review	Entire meeting devoted to this topic. S. Mitchell to facilitate.	9/28/01	M. Saine
34	Costs & Cash Flow	MONTHLY - Operations Budget Update for September	S. Mitchell to give update. Time: 30 min.	10/11/01	M. Saine

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35	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	10/11/01	H. Burnley
36	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	10/11/01	H. Burnley
37	Costs & Cash Flow	Strategic Plan Review - Leaf Procurement & Processing and Materials Procurement		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	10/11/01	H. Burnley
38	Consumer Connections	Auto ID Center - Preview of Next Board Meeting (11/11/01)		R. Sweeney to make presentation. Time: 20 min.	11/11/01	H. Alonso
39	Quality System Implementation	Preview of 4th Quarter 2001 Management Review		J. Carboni & P. Grantham to make presentation. Time: 45 min.	11/19/01	J. Carboni
40	Costs & Cash Flow	MONTHLY - Operations Budget Update for October		S. Mitchell to give update. Time: 30 min.	11/19/01	M. Saine
41	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	11/19/01	H. Burnley
42	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	11/19/01	H. Burnley
43	Costs & Cash Flow	Strategic Plan Review - Product & Blend		L. Pulsifer to facilitate review. Time: 1 hr. 30 min.	11/19/01	H. Burnley
44	Organizational Capability	Technical Ladder Review		D. Donaher to facilitate review. Time: 40 min.	11/19/01	H. Alonso
45	Costs & Cash Flow	Final 2002 OB Review		S. Mitchell to make presentation. Time: 1 hr.	12/10/01	M. Saine
46	Costs & Cash Flow	MONTHLY - Operations Budget Update for November		S. Mitchell to give update. Time: 30 min.	12/10/01	M. Saine
47	Costs & Cash Flow	Operations Measures		L. Pulsifer to give update. Time: 20 min.	12/10/01	H. Burnley
48	Costs & Cash Flow	Production Plan Update		R. Kelly to make presentation. Time: 30 min.	12/10/01	H. Burnley
49	Costs & Cash Flow	QUARTERLY - Review of Open Capital Projects		R. Samento to give presentation. Time: 30 min.	12/10/01	M. Saine
50	Costs & Cash Flow	Strategic Plan Review - Manufacturing Process, Quality System & Organizational Capability		L. Pulsifer to facilitate review. Time: 2 hr.	12/10/01	H. Burnley